

		FILING FREQUENCY	FORM MO W-3 (REV. 11-2000)	MISSOURI DEPT. OF REVENUE TRANSMITTAL OF WAGE AND TAX STATEMENTS
		DUE ON OR BEFORE		
MO TAX I.D. NUMBER	TAX YEAR	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. Total Missouri Income Tax Withheld . . . \$ 00</p> <p>2. Number of Form W-2(s)/ 1099-R(s) Issued * </p> </div> <div style="width: 50%; text-align: right;"> <p>DOR USE ONLY * </p> </div> </div>		
FEIN				
NAME				
STREET ADDRESS				
CITY, STATE, ZIP CODE				
I have direct control, supervision or responsibility for filing this report. Under penalties of perjury, I declare it is a true, accurate and complete report.				
AUTHORIZED SIGNATURE		DATE		
MAIL REPORT TO: Missouri Department of Revenue, P.O. Box 3330, Jefferson City, Missouri 65105-3330.				

MO 860-2847 (11-2000) (1891)

INSTRUCTIONS FOR COMPLETING FORM MO W-3 TRANSMITTAL OF WAGE AND TAX STATEMENTS

This transmittal is due on or before February 28, 2002. Copies of all Form W-2(s) and 1099-R(s) (Copy 1), the magnetic tape, the cartridge or the diskette must accompany the Form MO W-3, Transmittal of Wage and Tax Statements. A list, preferably an adding machine tape or a computer printout, of the total amount of the income tax withheld as shown on all "Copy 1s" of Form W-2 and Form 1099-R must be included. (If you have 250 or more employees, you must use magnetic media reporting. Specifications for magnetic media reporting are provided in the *Employer's Tax Guide* which is mailed annually to each registered account. If you did not receive an *Employer's Tax Guide*, access <http://dor.state.mo.us/tax> or call (800) 877-6881.)

Send Form W-2(s) and 1099-R(s), the magnetic tape, the cartridge or the diskette to the Missouri Department of Revenue in convenient size packages. Each package must be identified with the name and account number of the employer and the packages must be consecutively numbered.

Do not include the fourth quarter or 12th month return with the Form W-2(s) or 1099-R(s), the magnetic tape, the cartridge or the diskette. The last annual remittance must be sent separately with Form MO-941, Employer's Return of Income Taxes Withheld.

If you discover your employer withholding tax has been under reported when you complete Form MO W-3, Transmittal of Wage and Tax Statements, you must file the Form MO-941U, Employer's Withholding Tax Underpayment Amended Return that is in your coupon book. (A separate Form MO-941U must be filed for each period affected.) Send the Form MO-941U, with remittance, to the Missouri Department of Revenue, P.O. Box 999, Jefferson City, Missouri 65108-0999.

OR

If you discover your employer withholding tax has been over reported when you complete Form MO W-3, you must file the Form MO-941X, Employer's Withholding Tax Amended Return for Overpayments that is in your coupon book. (A separate Form MO-941X must be filed for each period affected.) Send the Form MO-941X, along with supporting documentation, such as a copy of your payroll ledger or Form W-2(s), to the Missouri Department of Revenue, P.O. Box 999, Jefferson City, Missouri 65108-0999. A refund or credit will be issued by the Director of Revenue for any excess remittance over the actual amount due for a period. You cannot take a credit for any overpayment until you have received an overpayment notice from the Director of Revenue.